

October 13, 2015

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), Freight Management Program traffic.

The rate offers made in response to this request will be valid through September 30, 2016. The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA's right to extend the rates remains unchanged. Please refer to the corresponding sections of the RFOs for specifics.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in the STOS, [Standard Tender of Service](#), supplements and reissues thereto.

**MANDATORY REQUIREMENT:** To participate in this procurement all TSP Carriers must maintain a current registration in the System for Award Management (SAM), Taxpayer ID Number (TIN), and have all GSA registration documents up to date and on file at GSA Headquarters.

**Rate offers for Bid in Segment 3 are being requested for the following service offerings:**

Section 6: Internal Revenue Service (IRS)

**Rate Files Submission Procedures:**

TSPs are requested to carefully review the instructions below.

Help Desk support is available on weekdays (excluding holidays) from 7:00 AM - 8:00 PM Eastern Time.

**Phone:** (800)-449-4960 **Email:** [tpi.helpdesk@gsa.gov](mailto:tpi.helpdesk@gsa.gov)

1. The bid close date will not be extended.
2. TSPs are required to acknowledge participation in TPI only for the Standing Route Orders (SROs) and the corresponding bid cycles they intend to submit rate offers. This is required to be done before the Bid Response Date for the bid cycle. On acknowledging participation GSA will setup the necessary data for the TSP to submit rate offers. If a TSP has not acknowledged participation by the "Respond By" date, the TSP will not be able to file rates for this RFO.
3. Occasionally the TPI system is required to be shut down for maintenance. The downtime is provided in the RFO.
4. All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. - No Paper Rate Offers Will Be Accepted.

It is important to note that TSPs are not required to submit rates for all the lanes or for all the bid cycles under all the bid segments. TSPs are strongly encouraged to submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS.

**Bid Segment Calendar:**

The following table provides the bid segments and important dates applicable to the segments.

IRS Bid Segment Calendar				
Procurement Phase	Bid Open Date	Respond by Date	Bid Close Date	System Maintenance Downtime
Initial Submission	10/13/2015	10/16/2015	10/23/2015	TBD
Negotiation Phase	TBD	N/A	TBD	TBD

**Important Changes and Notes on Bid Cycles and Tariffs:**

1. TSPs must refer to the RFO and STOS for important changes. Key changes are listed here as a quick reference to facilitate submission of rate offers.

TSPs are required to submit rate offers for both line-haul and accessorials of any SRO. GSA reserves the right to reject the rates where TSPs have bid line-haul only or accessorials only. TSPs should pay close attention to the rate formats for accessorials. TSPs are now required to submit rate offers for accessorials in dollars and cents instead of a percentage.

2. The maximum charges for the following accessorials are listed below.

G200 Tender Charge Code	Charge Description	Max Charge
1010	Sorting or Segregating Service	\$270.00
1100-P	Storage - Placed in Public Warehouse by Carrier	\$300.00
1225-G	Double Trailer Requested Used Greater than 10,000lbs	\$250.00
250	Customs or Inbound Freight	\$150.00
425	Hydraulic Lift Gate Service	\$200.00
550	Handling Freight At Positions Not Immediately Adjacent To Vehicle	\$500.00
860-EV	Pickup/Delivery Service -Sunday or Holiday Empty Vehicle	\$400.00
875	Pickup/Deliveries - NY Harbor/Port Newark, NJ below 5000lbs	\$150.00
875-A	Pickup/Deliveries - NY Harbor/Port Newark above 4999lbs below 9999lbs	\$275.00

G200 Tender Charge Code	Charge Description	Max Charge
925-AT	Reconsignment or Diversion After Tender of Delivery Change in Destination	\$400.00
925-PU	Reconsignment/Diversion Consignor or Consignee Pickup at Terminal	\$300.00
950	Redelivery	\$350.00
950-CD	Redelivery - Sealing of Equip Pickup at Carrier Premise	\$250.00

3. **Computation for Item 75:** Please refer to the description of item 75 in [GSA No. 200. Uniform Rules Tariff](#), being a negotiated item, the negotiated amount is derived based on the bid amount. Example: If the shipper negotiated item 75 for \$100 and the TSP has bid \$1, the shipper will enter \$100 during shipment creation to arrive at the negotiated amount of \$100 ( $1 \times \$100 = \$100$ ). For purpose of simplicity in computation during shipment creation, **TSPs are advised to bid \$1 for item 75.**

If you have any questions, please email [frtrates.procurement@gsa.gov](mailto:frtrates.procurement@gsa.gov) or call (855) 425-3867 during normal business hours, 8:00am to 5:00pm Monday through Friday.

Sincerely,

Rebecca Silver  
Branch Chief  
Center for Transportation Management (QMCCA)

# **FY 2016 Request for Offers and Filing Instructions For Internal Revenue Service**

**Issued by:**

**General Services Administration  
Federal Acquisition Service  
Freight Transportation Management Program**

**October 13, 2015**



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# SECTION 1: TERMS AND CONDITIONS

## 1-1. GENERAL

This FY 2016 Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rates for the General Services Administration (GSA) Freight Transportation Management Program. The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 2**, and the GSA Uniform Rules Tariff No. 200, are incorporated by reference. The provisions and requirements of this RFO may deviate from and supersede those published in the STOS, in which case the provisions of this RFO take precedence. Direct any questions about this RFO to:

General Services Administration  
Federal Acquisition Service  
Freight Transportation Management Program  
Toll Free Phone: (855) 425-FTMP (3867)  
Email: [frtrates.procurement@gsa.gov](mailto:frtrates.procurement@gsa.gov)  
Website: <http://www.gsa.gov/portal/category/21192>

Traffic to be included under this RFO will be freight-all-kinds (FAK) shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments.

Standing Route Order (SRO) rate offers: An SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The SRO rate offers being requested will apply specifically to those agencies/locations identified in **Section 6** of this RFO and MAY be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

## 1-2. EFFECTIVE PERIOD

Except as otherwise provided in this document, the initial rate offers made in response to this request will be effective **through September 30, 2016**.

**The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.**

## 1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 11:59 PM Eastern Daylight Savings Time of the Bid Close Date for the corresponding RFO** and will be processed in accordance with the remainder of this section.

RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **Bid Open date and Bid Close Date**, which do not meet the requirements as stated in this RFO will be considered non-responsive and will be rejected. These rates will not be included in GSA's TransPort Integrator (TPI) system. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted no later than by **11:59 PM Eastern Daylight Savings Time of the Bid**

**Close Date** (Rate offers created using TPI are validated in real time). TSPs will not be allowed to correct any errors encountered after the **11:59 PM, Eastern Daylight Savings Time** validation. In those instances where GSA is notified of corrections to rate offers after the end of the filing period, those rate offers will be considered non-responsive and the firm will not be allowed to re-file.

**TSP NOTIFICATIONS:** If the submitting TSP or Rate Filing Service Provider receives no communication from GSA prior to the Bid Close Date identified above, the TSP is on notice that the submitted rate offer(s) have been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

## 1-4. TRANSFER OF RATES

GSA has implemented TransPort Integrator as its transportation management system solution. Currently GSA approved TSPs will make their initial filing for the FY 2016 rate cycle using current procedures in TPI.

## 1-5. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of rate offers to GSA for the traffic identified in this RFO, and GSA's acceptance of those rates constitutes the agreement between GSA and the TSP. **The TSP agrees that it can and will service all points within each lane for which a rate is offered and accepted.** The IRS is seeking rates for city to city pairs. However, most of the traffic originates or terminates at very specific zip codes and addresses within the cities, as shown in the file within Appendix B. By submission of a rate offer to GSA for SRO freight traffic identified in this RFO, the TSP agrees that it can and will service the identified origin facility(s) and destination city for which a rate is offered and accepted. The TSP agrees to meet the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280 (See Appendix B of the STOS for a copy of the Form). **As a TSP submitting a rate offer, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 9 of the STOS.**

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR §§102-117 and 102-118**. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment and GSA's STOS is applicable on the BOL." For a complete description of the Government's shipping terms/conditions, please visit the [Electronic version of the Code of Federal Regulations](#) and search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

## 1-6. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to the General Services Administration (GSA) in accordance with this RFO and FI, the TSP submitting the rates certifies that:

I have read and will comply with all the provisions contained in this RFO dated October 13, 2015 as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 2, , the GSA Uniform Rules Tariff No. 200, and the GSA Baseline Rate Publication No. 1000-D, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has supplied GSA their current operating authority and insurance as required by the GSA STOS Edition 2.



## 1-7. OPTION TO EXTEND

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO for up to one (1) year beyond its original expiration date.

## 1-8. TERMINATION

The following provision will apply in addition to Item 18e of the Optional Form 280:

Accepted rate offers may be terminated upon determination that a Transportation Service Provider has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with 41 CFR § 105-68.

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

**Termination for Convenience of the Government:** The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

## 1-9. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO unless otherwise modified in specific agency sections.

- A. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the full value of the shipment not to exceed \$100,000 as stated in the STOS Section 1.1, from acceptance of the freight at origin to delivery at final destination, regardless of the TSP's participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.
- B. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain adequate public liability and property damage insurance during the term of this Request for Offers, insuring the TSP against all claims for injury or damage.
- C. Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill, and will be administered in accordance with 49 CFR § 378.

## 1-10. MANDATORY REQUIREMENTS

Before applying for approval to participate in the Freight program, you must first register in the System for Award Management SAM if your company has not already done so. The SAM is the on-line contractor database for the U.S. Federal Government. The SAM collects, validates, stores and disseminates data in support of agency and other eligible

user acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website [www.sam.gov](http://www.sam.gov)

To register in the SAM, you must first obtain a DUNS number. A DUNS number is also free for Federal contractors, including TSPs participating in the GSA Freight Management Program.

All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citibank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. **TSPs providing services to non-participating agencies under the STOS are still REQUIRED to submit copies of all agency final invoices to Syncada.** The invoicing procedures for these agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including onboarding, setup packages, training and invoice submission instructions, can be obtained from Citibank NA at 1-888-617-7173 or by email to [payportexpress@citi.com](mailto:payportexpress@citi.com). You may also contact Linda Tie at 212-816-4434 and [linda.tie@citi.com](mailto:linda.tie@citi.com) with any additional questions or information.

## **1-11. AGENCY/LOCATION SPECIFIC CONTACTS**

Questions with regard to specific customer agencies/locations should be directed to the agencies/locations appropriate Office identified under "Contacts" of the RFO section.

## **SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS**

### **2-1. EVALUATION**

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO), the Special Filing Instructions (FI), and the GSA STOS will be evaluated by the Freight Transportation Management Program Management Office (PMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA Uniform Rules Tariff 200 containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance and key performance indicators; however, the PMO will provide accepted rate information according to paragraph 2-2, below.

### **2-2. ACCEPTANCE**

Accepted rate offers will be listed base on price within GSA's TPI system. TPI displays freight comparisons for the use by Federal agencies. The listing of TSPs in individual cost comparisons will be based on:

- i. The anticipated shipping date,
- ii. The origin of the shipment,
- iii. The destination of the shipment,
- iv. The weight of the shipment,
- v. The number of miles between the origin and destination of the shipment, and
- vi. Any accessorial services requested by the customer agency.

Firms with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost. Intermediaries such as brokers, forwarders and other logistics companies are TSPs and will be listed on the cost comparison in their own right. When two or more TSPs have offered the exact same rate, (both for transportation and the requested accessorial services) the TSPs will be listed in alphabetical order on the cost comparisons according to the TSP's name.

GSA and other participating agencies may consider other factors other than price when routing shipments. As a result, the listing of firms on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

## SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

### 3-1 MILEAGE SOFTWARE APPLICATIONS

Unless otherwise authorized or as provided for in ITEM 180 of [GSA Uniform Rules Tariff No. 200](#) (Circuitous Routing of Hazardous Material Shipments), all tenders for shipments within CONUS, Alaska, Hawaii, and Puerto Rico, and between the CONUS and Alaska, Canada, and Mexico North Americas) **GSA will be predicated on the shortest route distance as determined by ALK Technologies PC\*Miler Version 28.**

**Note:** The Internal Revenue Service uses PC\*Miler Version 28 for shipments processed in the IRS system. The IRS is also evaluating the use of TPI in the future. If the IRS should choose to execute shipments in TPI system, PC\*Miler Version 25 will be used for mileage calculations.

The basis that is used when constructing mileage for shipments moving within the contiguous United States follows:

General Freight  
Scale: Miles  
Route Type: Shortest  
Borders: Closed  
Ferry Miles: Include

OW/OD Freight  
Scale: Miles  
Route Type: Practical  
Borders: Closed  
Ferry Miles: Include

HazMat Freight  
Scale: Miles  
Route Type: Practical  
Borders: Closed  
Ferry Miles: Include  
HazMat: Explosives

If mileage cannot be determined using ALK Technologies PC\*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation audit.

Exceptions to the use of ALK Technologies, Inc. mileage are those shipments requested in accordance with this RFO and its FI moving between CONUS and the identified Canadian provinces and territories. For those FAK and crated household goods shipments moving between CONUS and the identified Canadian provinces and territories, Rand McNally mileage will be used.

## SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) and REPORTING

### 4-1. INDUSTRIAL FUNDING FEE

In accordance with the GSA STOS, all approved TSPs must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this RFO. **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less the fuel surcharge, multiplied by the applicable IFF percentage. IFF will not be applicable on duties and taxes for international shipments.

**The current IFF percentage is 6%.** GSA may adjust the 6% IFF during the effective period of this RFO. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the IFF adjustment.

**Instructions for collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.**

### 4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of this STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A. This report will be sent to [ftrtsp.reports@gsa.gov](mailto:ftrtsp.reports@gsa.gov) in EXCEL with a subject line "SCAC (your company's SCAC) – 6% Transaction Fee".

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status or debarment by GSA's Freight Management Program in accordance with the STOS Section 10.2.

**Questions should be directed to:**

Freight Transportation Management Program

Toll Free Phone: (855) 425-FTMP (3867)

Email: [ftrtsp.reports@gsa.gov](mailto:ftrtsp.reports@gsa.gov)

## SECTION 5: RATE SUBMISSION SPECIAL INSTRUCTIONS

### 5-1. SUBMISSION INSTRUCTIONS

All electronic rate transmissions in accordance with Section 6 of this RFO and its FI **MUST** be submitted via the rate filing capabilities of TPI.

### 5-2. ENCLOSURE TSP RATE PROCUREMENT FILING INSTRUCTIONS

The rate submission instructions for the “Rates Procurement” module in TPI is available at [TSP Rate Filing Instructions](#)

### 5-3. BID CYCLE DATA

The following table provides the bid segments and important dates applicable to the IRS RFO.

IRS Bid Segment Calendar				
Procurement Phase	Bid Open Date	Respond by Date	Bid Close Date	System Maintenance Downtime
Initial Submission	10/13/2015	10/16/2015	10/23/2015	TBD
Negotiation Phase	TBD	N/A	TBD	TBD

#### Important Note for all Bid Segments:

TSPs should submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS. Failure to honor submitted rates could result in Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS.

## SECTION 6: INTERNAL REVENUE SERVICE (IRS) STANDING ROUTE ORDERS (SRO) SUBMISSION

### 6-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the INTERNAL REVENUE SERVICE (IRS) traffic for which the General Service Administration (GSA) is requesting SRO rate offers

A separate rate must be submitted for each lane between identified IRS facilities. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destination. As the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located. Rates are being requested for Freight All Kinds (FAK) LTL/TL shipments. The majority of the commodities moved are printed materials and office records.

*Please note all traffic outside the identified lanes will move under GSA's FY 16 General Rates.*

GSA at its discretion may exercise a negotiation phase in this procurement. Negotiation in the context of this RFO means "GSA may provide an additional opportunity to the TSPs to make a best and final offer of the rates submitted by them in the initial submission of this bid segment."

Negotiation will be conducted as follows:

1. Negotiation will only be applicable to the SRO or a subset of the rates explicitly identified in this RFO by GSA.
2. All negotiation will be conducted electronically in the TPI system. Any other form of communications from TSPs during the negotiation period will not be entertained.
3. The negotiation phase will only be open to the TSPs who have submitted rates in the initial bid cycle for this RFO. Unlike the initial phase of rate submission, an "opt in" is not required for this phase. Any request for inclusion from any TSP who did not submit initial rates will not be entertained.
4. GSA will notify eligible TSPs via email on file in TPI the date, time and duration of the negotiation phase. GSA will not be responsible for non-delivery of emails due to out dated contact information.
5. On completion of the initial submission phase, GSA at its discretion may provide additional aggregate rate information such as minimum line haul rate/percentage per lane, minimum charge per lane from the initial submission via email.
6. If TSPs do not wish to update their rates in the negotiation phase, no further action is required and the rates submitted in the initial submission will prevail.
7. GSA strictly discourages the TSPs from submitting suspect rates i.e. significant discounts caused by an error in submission or intentionally submitted. If a load is tendered to the TSP on such a rate and is not accepted by TSP, GSA will strictly enforce the non-performance procedures as per the provisions of the STOS.
8. GSA reiterates its policy on honoring rates submitted by TSPs. Failure to abide to this will result in the TSPs rates being removed from the GSA Freight Program.

### 6-2. IDENTIFICATION OF AGENCY CODES

Only those rate offers submitted by the Initial Filing due date identified in Section 1, Paragraph 1-2A, will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

**Please see Appendix B for the complete list of agency and destination codes.**

**Note:** The Internal Revenue Service uses PC\*Miler Version 28 which may cause slight differences in distance estimates for truckload shipments.

### 6-3. EQUIPMENT REQUIRED

TSP shall provide the equipment for use in the services to be performed hereunder. TSP shall employ in the operation of such equipment qualified personnel, licenses and permits as required by local, state or Federal authority.

- A. All trailers should be clean, swept out and checked for holes or damage prior to arrival at shipper/origin.

### 6-4. SPECIFIC REQUIREMENTS

When submitting rate offers for the **INTERNAL REVENUE SERVICE (IRS)** please consider the following:

- A. Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities. The majority of the commodities moved are printed materials and office records.
- B. Carrier must maintain a current System for Award Management number (SAM).
- C. TSP must coordinate the establishment of acceptable pickup and delivery appointment with the shipping and receiving facilities. Notwithstanding the provisions of 41 CFR 102-111 and 102-118 and 41 CFR 102-1 through 102-220, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) shall be valued at full value.
- D. Driver Activities Loading and Delivery: The delivering TSP will deliver palletized and non-palletized shipments to the end of the tailgate.
- E. Pallets are not to be broken down nor have any other items stacked on top.
- F. The TSP submitting a LTL/TL rate cannot use Intermodal to accomplish delivery of LTL/TL shipments.
- G. The following accessorial are being requested:
  - 1. Item 75 - Services Not Otherwise Specified
  - 2. Item 425 – Hydraulic Lift Gate Service
  - 3. Item 550 – Handling Freight at Positions not Immediately Adjacent to Vehicle – Inside Pick up/Inside Delivery
    - i. The TSP may not bill for this service unless Inside Delivery or Inside Pick up is actually performed. By endorsing the bill of lading to authorize “Inside Delivery” or “Inside Pick up”, the IRS is authorizing payment only to the extent that Inside Delivery or Inside Pick up service is provided. IRS reserves the right to contact consignor or consignee to verify that the billed services were provided by the TSP to prove that the Inside Delivery or Inside Pick up service was performed.
  - 4. Item 725 – Notification Charge

Rates must be filed specifically for **INTERNAL REVENUE SERVICE (IRS)**, if interested in those specific origin facilities.



## **6-5. EQUIPMENT INSPECTION**

The TSPs equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading of material to be shipped will be rejected by the shipper. The rejected TSPs equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirement constitutes unsatisfactory service under the terms of this RFO.

## **6-6. TIME OF PICK UP AND DELIVERY**

The TSP shall coordinate for the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities. Pickup and delivery shall be made during regular working hours unless other arrangements have been made.

## **6-7. DELIVERY**

Consignees shall be notified prior to tender of delivery so that arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time will be at no expense to the Government.

## **6-8. DOCUMENTATION**

A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipments made hereunder.

## **6-9. OPERATING AUTHORITY**

In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer.

## **6-10. INTERNAL REVENUE SERVICE (IRS) CONTACTS**

Questions concerning INTERNAL REVENUE SERVICE (IRS) load status, or freight concerns, please call (469) 801-0743 and ask for Diane Kanauka. For freight bill or claims concerns, please call Diane Kanauka (469) 801-0743 official notification must be received by the IRS within 48 hours of damage and/or material becoming on-hand.

## **6-11. OVERCHARGE/UNDERCHARGE CLAIMS**

Claims for overcharges and undercharges shall be filed within 180 days from the date INTERNAL REVENUE SERVICE (IRS) receives the carrier's freight bill, and will be administered in accordance with 49 CFR 378.

## **6-12. FREIGHT BILL PAYMENTS**

Freight bills must include, at a minimum, a copy of the Bill of Lading and a proof of delivery. Proof of delivery shall include, at a minimum, date delivered, number of units delivered in good order, and the signature of the person receiving the shipments. TSPs will be required to become EDI compliant. For EDI Setup Information please contact: [Wi.mp.traffic.management@irs.gov](mailto:Wi.mp.traffic.management@irs.gov)

## **6-13. UNSATISFACTORY SERVICE**

- A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI for unsatisfactory service.
- B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the government; any failure after this written notification will result in immediate removal from further participation in the traffic named in this RFO and its FI.

## APPENDIX-A Report Formats

Transportation Service Providers (TSPs) are required to submit monthly reports to GSA based on the number of shipments paid per calendar month. If TSPs fail to consecutively submit a report, they shall be temporarily suspended from the program. The following table describes the format shown below it.

If there has been no activity for the month, a negative report must be submitted. For negative reports, please write “NA” in the columns

TSP Shipment Report Format Contents	
Column Heading	Description
SCAC	Standard Carrier Alpha Code
DATE PAID BY AGENCY	Date TSP received payment from the customer agency
TPI/NON TPI	Indicate if the service was booked through TPI
PPE/NON PPP	Indicate if the service was paid for through PPE
BILL OF LADING NUMBER	BOL number generated through TMSS or other external unique number
PRO BILL NUMBER	Number TSP used to track shipment
INVOICE NUMBER	Number on invoice submitted to customer agency for shipment payment
AGENCY	Agency for which the service was provided
TOTAL SHIPMENT DISTANCE	Total distance from pickup location to delivery location
TOTAL SHIPMENT WEIGHT	Total weight of cargo being shipped
COST OF ACCESSORIALS, IF NEEDED	Total cost of any accessories
TOTAL SHIPMENT COST	Total amount paid to TSP for the shipment
BASE COST PER MILE	Total shipment cost minus cost of accessories divide by distance (formula already in sheet)
FUEL SURCHARGE	Total fuel surcharge for the shipment
AMOUNT SUBJECT TO IFF	Total shipment cost less the fuel surcharge (formula already in sheet)
IFF AMOUNT DUE	6% of the amount subject to IFF (formula already in sheet)
DATE IFF PAID	Date payment amount submitted to GSA (please leave blank if payment has not yet been submitted)
DATE OF CK	Date of check
CK NUMBER	Number of check

**TSP MONTHLY REPORT - MONTH YEAR**

SCAC	Date of Shipment	TPI/ NON-TPI	PPE/ NON-PPE	BILL OF LADING NUMBER	PRO BILL NUMBER	INVOICE NUMBER	AGENCY	DATE PAID BY AGENCY	TOTAL SHIPMENT DISTANCE (MILES)	TOTAL SHIPMENT WEIGHT (LBS)	COST OF ACCESSORIALS, IF NEEDED	TOTAL SHIPMENT COST	BASE COST PER MILE	FUEL SURCHARGE	AMOUNT SUBJECT TO IFF	IFF AMOUNT DUE	DATE IFF PAID	DATE OF CK	CK NUMBER
ABCD		TPI	PPE	1548642	12345	254865	FEMA	5/2/2015	600	500	0	\$1,600.00	\$ 2.67	\$ 200.00	\$ 1,400	\$ 84.00	5/25/2015		
							TOTAL		600	500.0	\$ -	\$1,600.00	\$ 2.67	\$ 200.00	\$ 1,400	\$ 84.00			

## **APPENDIX-B INTERNAL REVENUE SERVICE (IRS) LOCATIONS**

Please see corresponding Excel Document titled: "IRS RFO LANES TL&LTL FY2016"